



Transitioning onto the MTV



Military Travel Voucher (MTV) Program

- Number of participating vendors
 - HOTELS - 600
 - ATTRACTIONS/EVENTS -200

And growing every day with your help...





What is the MTV Program?

The Military Travel Voucher (MTV) program simplifies the contract process and helps hotels, theatres, small theme parks and other attractions reach the entire military market of more than eleven million potential customers.

A single agreement replaces repetitive local contracts and provides access to more than 180 installations worldwide.



Benefits of MTV Program

- **Unlike physical tickets, the MTV program does not require annual distribution, recall, and year-end reconciliation of accounts. Therefore saving vendor and offices valuable marketing and labor dollars.**
- **Payment is made monthly for all vouchers used in a preceding month.**
- **There is no cost to participate in the MTV program.**



Benefits of MTV (cont.)

- **Use of the program use is restricted to eligible patrons of DOD Morale, Welfare, and Recreation (MWR) programs, including Active Duty, Active Reserve and National Guard, Retired Military, DOD Civilian employees, and Family Members.**
- **Users authenticated at the ITT/ITR Office before vouchers purchased.**



Step One

Attraction or hotel completes Enrollment Form (MTV-F-1) and EFT Enrollment Form (MTV-F-2).

The screenshot shows the MTV-F-1 form in a Microsoft Word window titled "E-MTV Vendor Request.doc". The form is titled "Military Travel Voucher (MTV) Program Enrollment Form". It contains two main sections: 1. Request an agreement that will register the attraction(s) named below to participate in the Military Travel Voucher program. 2. Vendor information. The form includes fields for Name of Attraction/hotel, Type of Attraction, Commercial Mailing Address, Telephone for Reservations, Fax Number, and Principal Point of Contact. A note at the bottom states: "Bidding statements will be paid electronically. Bank details are to be submitted on the EFT Enrollment Form".

MTV-F-1

The screenshot shows the MTV-F-2 form in a Microsoft Word window titled "EFT Vendor Payment Enrollment Form.doc". The form is titled "EFT Vendor Payment Enrollment Form (FY03/04)". It includes a section for MORALE, WELFARE & RECREATION (MWR) OR BACHELOR HOUSING (BH) and a section for Privacy Act Statement. The form includes fields for Vendor information, MWR Information, and Accounts Receivable Information. A note at the bottom states: "EFT Vendor Payment Enrollment Form.doc: 195 characters (an approximate value)."

MTV-F-2



Step Two

Vendor creates MTV Attachment II (MTV-F-3) with all prices, POC information, physical address information and amenity details and forwards to MTV Program Coordinator with Step One forms.

Microsoft Excel - Fake MTV State Attachment II Hotel Example.xls

Type a question for help

G2

1		NAFBA1-04-H-0005								2006		
2		ATTACHMENT II										
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NAVY MWR ITT HOTEL, INC.

prices effective **1-Jan-2006** through **31-Dec-2006**

Military Point of Contact is Ms. Dawn Smith, Director of Sales & Marketing

Tel: 901-874-6642 Fax: 901-874-6838

E-Mail: dawn.e.smith@navy.mil

Website: www.mwr.navy.mil

2. Hotel by Navy Inc., 5720 Integrity Drive, Millington, TN 38055

Web site: www.mwr.navy.mil (select Millington, select property)

Peak	Mid	Value
10 Mar - 06 Apr 9-29 Jun 5 Jul - 19 Aug (cut off: 7 days)	24 Apr - 25 May 29 May - 08 Jun (cut off: 3 Days)	01 Jan - 9 Mar 20 Aug - 21 Dec (cut off: Same day)
Rack MTV Sell Price	Rack MTV Sell Price	Rack MTV Sell Price
286.35- 355.35	240.35 269.11	217.35- 246.10
\$ 198.00 Navy sets	\$ 180.00 Navy sets	\$ 150.00 Navy sets
Holiday		

Property II Property I

Ready NUM



Step Three (Process)

- 1. Agreement will be forwarded to vendor for review and signature.**
- 2. Vendor reviews, signs and returns to MTV POC**
- 3. After Agreement is signed by the Contracting Officer, a copy of the Agreement signed by both parties will be returned to the vendor.**
- 4. Agreements and prices are posted to a secure web site for ITT/ITR Agents as they are implemented.**



Step Four (Usage)

ITT/ITR Offices sell the attraction or hotel to authorized patrons.

00000	MILITARY TRAVEL VOUCHER	Confirmation#
ATTRACTION/ LODGING PROPERTY: <u>Spy Museum</u>		
CUSTOMER NAME: <u>John Smith</u>		
DATE OF RESERVATION/TIME (If applicable): <u>NA</u> a.m./p.m. (day/month/year)		
BOOKING ITR/ITT OFFICE (INSTALLATION): <u>JAX ITT</u> Sales Clerk <u>DOWN</u>		
BILL TO (provide address of paying central accounting office) <u>MWR ITT</u> Tel <u>904-542-3318</u> <u>BLOG 1 Box 14</u> <u>NAS Jacksonville, FL 32212</u>		
No cash refunds shall be made by vendor to customer.		
This Voucher VOID after <u>31 DEC 07</u>		
(Use paper punch to indicate number of prepaid admissions or room nights; punch-out "None" where applicable.)		
A. NUMBER OF ADMISSIONS ON THIS VOUCHER:		
ADULTS:	1 (2) 3 4 5 6 7 8 None/NA	CHILDREN: 1 2 3 4 5 6 7 8 None/NA
B. NUMBER OF ROOM NIGHTS (If applicable): _____ 1 2 3 4 5 6 7 NoneN/A		

3 Part MTV Voucher



Hotel Voucher Example

Army	Marine Corps	Navy	Air Force
Voucher: 0041001836		Military Travel Voucher	
Voucher Issued To - John Smith			
Cyp Pt Orl FL 1 Room per Voucher			
Arrival Date ----- 10/10/2006		Departure Date ---- 10/13/2006	
# of Adults ----- 1.00		# of Children ----- 0.00	
Military Resort Rental 1,2,3 BDRM -- VOID AFTER DEPARTURE DATE			
Voucher Issued By: Mayport MWR ITT		Sales Clerk: 101	Receipt: 45315
Accounts Payable: MWR Dept Box 14 Bldg 919 NAS Jacksonville, FL 32212 (904) 542-5330			

MTV Boca Ticket



Reservation Attraction Example

Army	Marine Corps	Navy	Air Force
Voucher: 0041001835		Military Travel Voucher	
Voucher Issued To John Smith			
Attraction ----- Pirates Orl Ad			
Reservation Date -- 10/10/2006		Time of Day ----- 6pm	
# of Adults ----- 1.00		# of Children ----- 0.00	
Seat Number(s) ---- Doors Open at 430pm			
Voucher Issued By: Mayport MWR ITT		Sales Clerk: 101	
		Receipt: 45315	
Accounts Payable: MWR Dept Box 14 Bldg 919 NAS Jacksonville, FL 32212 (904) 542-2943			

MTV Boca Ticket



Non Reservation Attraction Example

Army	Marine Corps	Navy	Air Force
Voucher: 0041001834 Military Travel Voucher			
Attraction ----- KSCVC Max Ad			
Voucher Issued To - John Smith			
# of Adults ----- 1.00		# of Children ----- 0.00	
RESERVATIONS NOT REQUIRED			
Voucher Issued By: Mayport MWR ITT		Sales Clerk: 101	
Accounts Payable: MWR Dept		Box 14 Bldg 919	
NAS Jacksonville, FL 32212		(904) 542-5330	

ADMIT: 1

Void After Date 12/31/2006

Receipt: 45315

MTV Boca Ticket



Barcode Voucher Example

HAS BEEN ALTERED **

Army	Marine Corps	Navy	Air Force
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International Spy Museum

Ticket Issued To -- Dan Yount

Ticket Type ----- ADULT * ADULT * ADULT

VIP TICKET ----- RESERVATION NOT REQUIRED

Org --- Fort Knox ITT - Main Office

Clerk - IT2 Rcpt -- 4302

* I S P Y - 0 2 - A D T *

ADMIT: 1

VOID AFTER -- 12/31/05

VOUCHER ----- TN000047

BILL TO:
Vermont Systems, Inc
Trip Voucher Program
12 Market Place
Essex Junction VT 05452

MTV Boca Ticket



Step Five (Payment)

ITT/ITR Office submits payment for vouchers.

Payment Terms:

Non-reservation attractions paid for all sales in the previous month without an invoice.

Reservation attractions and hotels are paid after the month of their usage without an invoice.

Navy pays via Electronic Funds Transfer (EFT)

Army and Marine Corps pay via check

Remittance Example (Navy currently)



Adobe Reader - [Hotel EFT Example.pdf]

File Edit View Document Tools Window Help

Open Save a Copy Print Email Search Select Text 118%

eBooks

Payment Date: 04/12/2006
Payment Number: 8200040098
Account Number: 4000028661
Point of Contact: (361) 961-3144
Your Reference:

SAN ANTONIO MARRIOTT RIVER WALK
711 EAST RIVERWALK
SAN ANTONIO TX 78205

Page: 1 of 1

Arrangements have been made for the direct crediting of your nominated bank account number 1140***** 5332 for the payment of the items detailed below. It is expected that the amount will be available within two business days of the date shown on this remittance advice.

Invoice Number	Invoice Date	Document Number / Fund Code Description	Gross Amount	Discount	Net Amount
STH-MAR3106	04/03/2006	3500003227 / 1142 MRT CRTYD SA TX 2@\$COST\$ #250	100.00	0.00	100.00
STH-MAR3106	04/03/2006	3500003227 / 1142 MRT RVR CNTR SA TX 3@\$COST\$ #253	120.00	0.00	120.00
STH-MAR3106	04/03/2006	3500003227 / 1142 MRT RI ALAMO SA TX 3@\$COST\$ #251	150.00	0.00	150.00
STH-MAR3106	04/03/2006	3500003227 / 1142 MRT RVRWLK SA TX 4@\$COST\$ #252	180.00	0.00	180.00
Total					\$ 550.00

8.5 x 11 in 1 of 1

Start EFT Forms & MTV Examples Microsoft Office PowerPoi... Adobe Reader - [Hotel... 18:12



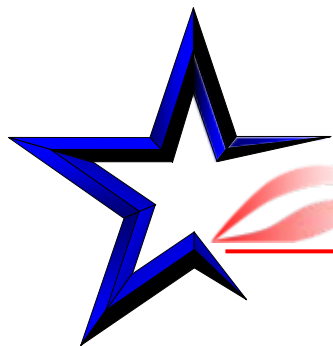
Vendor Submission Recap

Vendor Submits:

- 1. MTV Enrollment Form (MTV-F-1)**
- 2. EFT Enrollment Form (MTV-F-2)**
- 3. Attachment II (MTV-F-3)**

MTV Returns:

- 1. MTV Signed Agreement with Attachment II**
- 2. List of ITT/ITR Offices & Travel Shows**



MTV POC Info

MTV Contract POC:

Dan Yount

US Army Community & Family
Support Center

Community Recreation Directorate
(CFSC-CR)

4700 King Street

Alexandria, VA 22302-4418

Dan.Yount@us.army.mil

Tel. 703-681-5225

EFT POC:

Dawn Smith

5720 Integrity Drive

Millington, TN 38055

dawn.e.smith@navy.mil

Tel. 901.874.6642

Navy Account & Payment Questions:

MILL_MWR_VendorRequest@navy.mil



Questions?